

State of New Mexico
 Voucher Batch Report
 BusinessUnit 66500 Department of Health
 Vouchers with Final Agency Approval But Not Yet Reviewed/Approved By DFA/PCD
 AsOfDate 02/21/2013
 Voucher Vchr VchrLineDescr Distr Account Account Fund VendorName Withhold Accounting Period PurchaseOrder Invoice Number Total Amount

#30000010591 227.13

Number	Line	Line#	Description	Fund	VendorName	Withhold	Year	Month	PurchaseOrder	Invoice Number	Total Amount
00326580	1 I/S meals & lodging	1	542200 Employee I/S Meals & L	06105	NASH GAYLE-001		2013	02	0000098378	Nash, G. 1.21-1.	470.00
Total For Voucher											470.00

JM

Summary Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 66500 Invoice Number: Nash, G. 1.21-1.25.13
 Voucher ID: 003265580 Invoice Date: 02/20/2013
 Voucher Style: Regular Total: 470.00

Vendor: NASH, GAYLE C *Pay Terms: Pay Now Schedule Payments **Saved**
 1190 ST FRANCIS DR N 4100
 SANTA FE, NM 87502

Payment Information

Scheduled Payment: 1

*Remit to: 0000099443 

Location: 001 

*Address: 1 

NASH, GAYLE C
 1190 ST FRANCIS DR N 4100
 SANTA FE, NM 87502

Gross Amount: 470.00 USD

Discount: 0.00 USD Discount Denied

Late Charge

Scheduled Due: 02/20/2013 

Net Due: 02/20/2013

Discount Due:

Accounting Date:

Payment Method

*Bank: WFB10

*Account: B Pay Group: RE

*Method: ACH ACH *Netting: N 

Message: Message will appear on remittance advice. Messages

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Voucher Processing

☒ Post Voucher Close Voucher
☒ Revalue Voucher ☐ Delete Voucher

Saved

Accounting Instructions

*Accounting Template: STANDARD  Account At: Gross

Match Action

*Status: Ready
☐ Pay Unmatched Voucher

Transaction Currency

*Source: Tables *Currency: USD  Rate Type: CRFNT  Exchange Rate: 1.00000000

Voucher Approval

*Approval: Specify at this level Business Process: PROCESS_VOUCHERS 
Approval Rule Set: Payment Approval Rule Set 1 

Self Billing Invoice

*SBI Num Option: Group Vouchers (Auto-Nur) SBI Number:

Prepayment

Prepayment Reference: ☐ Automatically Apply Prepayment Postpone Withholding

Letter of Credit

Letter of Credit ID: 

Tax Group

PAGE	1	DATE	1/25/2013
AGENCY CODE	66500	VOUCHER NUMBER	00326580

[illegible]

New Mexico Department of Health Travel and Training Request Form

Employee Information	Employee Name:	Gayle Nash	Position:	CNO
	Department ID and Fund:	6001001000	Telephone:	505-690-1065
	Post of Duty:	Las Cruces	Residence:	Las Cruces

Please indicate if traveler is a non-employee and use Object Code 547900 on vouchers.

Vehicle Information	<input checked="" type="checkbox"/> Check if state vehicle		<input type="checkbox"/> Check if personal vehicle		License #:	001768-SG
	Year:	2011	Make:	Nissan	Model:	Altima

Trip/Training Information	Please provide agendas, itineraries and any relevant documents.					
	Course Name: Meeting with staff at FBMC and continue trip to Santa Fe to meet with Secretary/staff					
	<input checked="" type="checkbox"/> Check if training is required			<input type="checkbox"/> Check if Continuing Education credits will be granted		

Travel Information	Date of Request:	01/18/13	Destination:	Silver City and Santa Fe		
	Departure Date: (month/day/yr)	01/21/13	Time:	06:00 AM	Return Date: (month/day/yr)	1/25/13 Time: 06:00 PM
	<input checked="" type="checkbox"/> In-State <input type="checkbox"/> Out-of-State <input type="checkbox"/> Training <input type="checkbox"/> Time Only <input type="checkbox"/> *Actuals <input type="checkbox"/> No cost to State/Paid By:					

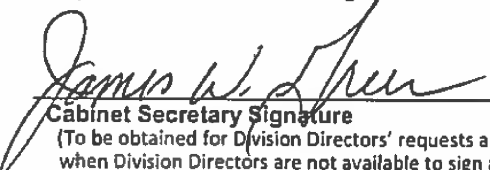
* If actuals are requested: Expenses will only be reimbursed by providing original and valid receipts and by meeting the justification for actuals. Receipts and justifications must be submitted with the payment voucher. If the trip is being paid in part by another entity, you must claim actuals. A justification for actuals must be accompanied by cost comparison for hotels, taxi/shuttles, etc.

546700: Subscription/Annual Dues		542100: In-State Mileage:	@ .41 per mile	\$ 0.00
546800: Registration – Employee		542200: In-State Per Diem:	2 @ \$85/day	\$ 170.00
546800: Registration – Vendor		Santa Fe Only:	2 @ \$135/day	\$ 270.00
549600: Airline Cost – Vendor		549700: Out-of-State Per Diem:	@ \$115/day	\$ 0.00
Airline Cost – Employee		Actuals:	@ /day	\$ 0.00
Baggage Fee		With meals:	@ \$45/day	\$ 0.00
Shuttle Fee		Partial day:	@ \$12/2-6 hrs	\$ 0.00
Taxi Fee		Partial day:	@ \$20/6-12 hrs	\$ 0.00
Parking Fee		Partial day:	1 @ \$30/12 or more hrs	\$ 30.00
Mileage @ .41 per mile	\$ 0.00	Total reimbursement to employee		\$ 470.00
Miscellaneous Expense: days @ \$6 per day	\$ 0.00	Total cost of trip		\$ 470.00
Car Rental: days @ per day	\$ 0.00			

I, the undersigned, acknowledge by my signature that I am aware that reimbursement for actual expenses will be allowed only upon presentation of original, valid receipts with the payment voucher, that reimbursement will be according to the current DFA travel rates and that final approval of expenses for reimbursement depends on budgetary sufficiency.


 Employee Signature _____ Date 2-15-2013

Division Director/Hospital Administrator _____ Date _____
 (As per specific division requirements)

Supervisor/Bureau Chief Signature _____ Date _____

 Cabinet Secretary Signature _____ Date _____
 (To be obtained for Division Directors' requests and when Division Directors are not available to sign approval.)